

RECALL OF RECORDS FROM THE WNRC

A. Officials Authorized to Make Recalls. The OSD Records Administrator shall maintain an up-to-date list of individuals authorized by each OSD Component head to recall its records. This list shall be provided to the WNRC and corrected as changes occur. Only these individuals and the OSD Records Administrator may recall records. Similarly, each OSD Component designee is responsible for recalling and returning its own records. Responsibility for this extends to Top Secret accessions, which may necessitate agency courier or Defense Courier Service arrangements.

B. Normal Recall Procedures. To obtain reference service on records at the **WNRC**, an Optional **Form 11**, "Reference **Request** Federal Records Center," will be completed by the requestor. A separate form is used for each item requested. Requesters must provide the accession number, box number, records center location (as shown on SF 135 file). The completed form is mailed to Reference Branch, **WNRC**, Washington DC 20409, or Stop 386.

An alternative to mailing Optional Form 11s to the Records Center is Centers Information Processing System (**CIPS**). OSD Records Management Division and others routinely recall retired material using this computerized retrieval service. Customers having high-volume requirements may obtain a CIPS account and access the system directly; organizations that only occasionally recall records may submit requests by memo or listing (not OF 11) of accession and box numbers (no location number needed for **CIPS**) to the Records Management Division.

Individuals wanting more information about CIPS should contact the Records Management Division. Direct access to CIPS requires an IBM-compatible PC with modem and communications software supporting IBM 3270 emulation.

C. Urgent Requests. Urgent requests must be kept to a bare minimum. An urgent request recalls records needed to complete testimony before the Congress, records required as part of a legal proceeding, actions under the Freedom of Information or Privacy Acts, or records specifically requested by the Secretary of Defense. Emergency recalls will be arranged by the Records Management Division.